

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

JOB DESCRIPTION

Position Title:	Data Analyst	Exempt:	<u> X </u>
Department:	Finance Department	Nonexempt:	<u> </u>
Reports to (title):	Budget Analyst		
Date Written:	4/1/2019	Grade	<u> 615 </u>
Location:	Albany	Part-time:	<u> </u>
		Full-time:	<u> X </u>

General Purpose of Job/Job Summary.

This position will provide analysis on operational and capital spending plans. This will be accomplished by extracting data from enterprise systems, comparing and interpreting results and communicating findings at multiple levels of the organization.

Essential Functions:

- Prepare monthly management report
- Assist in preparation of other monthly financial reporting and close out month end data
- Prepare monthly budget performance report
- Assist with monthly revenue calculations and other fare collection responsibilities
- Regular analysis of parts inventory and process improvement recommendations based on findings
- Assist with development of operating budget and originate regular status reports
- Prepare credit card import monthly and compare coding to budget, recommend changes to coding
- Enter yearly budget into MUNIS and make changes when necessary
- Analyze budget (capital/operational) reports monthly, review with departments/project managers and recommend changes to coding
- Financial Analysis
- Assist in developing and maintaining the computerized general ledger
- Manage the accounting module for grant-funded capital projects
- Perform other related duties as required

Supervisory Responsibilities:

Does this position include any supervisory responsibilities? Yes No

If yes, list the number of total people and the titles of the positions this individual is responsible for:

No direct reports but may occasionally supervise the treasury department to cover vacations.

Knowledge, Skills, and Abilities (*include any technical skills required for this position*):

- Ability to extract information from a company enterprise system and analyze data to develop reports and communicate findings
- Ability to make recommendations based on results of analysis
- Ability to compare data to gain an understanding of an operation
- Experience in the collection of computerized data and preparing digital financial reports
- Ability to perform account reconciliation
- Strong problem-solving capabilities
- Strong Microsoft Excel experience

Education and Prior Work Experience (*determine the level of education and experience needed to successfully accomplish the essential functions of the job; i.e., certification, license, degree, management, etc.*):

- Bachelor's Degree in business with a concentration in economics, statistic or other math related focus.
- Grant Experience preferred.
- Three to Five years professional experience

Physical Demands (*refers to things; i.e., lifting, long hours, traveling, etc.*):

Normal Office Setting

Work Environment (*time flexibility, noise, heat, outside work, etc.*):

- Normal office setting

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Furthermore, the company reserves the right to add or to revise an employee's job duties at any time at its sole discretion.

Prepared by: **Philip Parella, Jr.**
Title: **Director of Finance**
Date Completed: **April 1, 2019**
Direct Supervisor Approval: _____
Department Head Approval: _____
Human Resources Review: _____